

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2011 – 0008

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update – Staffing Section

Issue Date: May 20, 2011

This is to advise agencies that the Staffing section of the HR Handbook has been revised. Some of the major changes include the following:

- Information regarding Veteran's Test Exemption rule has been added to Section I and Section III
- Information regarding when to establish the Eligible List has been added to Section I and Section III.

REASON FOR THE CHANGE: Revisions were made to the Staffing section of the HR Handbook in order to clarify, update, and add information to be consistent with current Staffing policies.

If you have any questions, please contact Jamie Lewis at (225) 342-8265.

Sincerely,

s/Shannon S. Templet
Director